

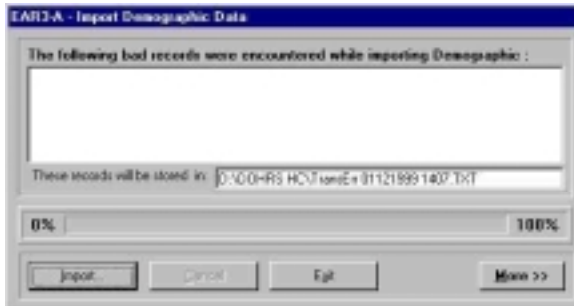
Q: How do I import demographic data into the HC application? Or, when I go to import demographic data from other sources, I get error messages, or it just won't let me import the data?

Importing Demographic Data - DOHRS-HC

Demographic data can be obtained from one or more DoD personnel systems. Demographic data to be imported into DOHRS-HC must be in the DOHRS-HC Demographic Data Import Format.

To import DOHRS-HC demographic data:

1. Go to DOHRS-HC > Data > Import Data > Demographic Data only. Click once.
2. The DOHRS-HC Import Demographics Data window appears.



3. Click once on Import.
4. The DOHRS-HC Import Demographic Data Browse window appears.



5. Use the Browse window to navigate through your computer's folder/directory to find the demographic data import file.
6. Double-click on the demographics import file name.
7. The Import Demographic Data Browse window disappears. A Completion Bar in the DOHRS-HC Import Demographics Data window begins to fill from left to right, ending at 100%. The message "Import Data Transfer Complete" appears. Examine the text field in the upper portion of the DOHRS-HC Import Demographic Data window, just below the caption "The following bad records were encountered while importing Demographics." This will be blank if you were able to import all demographic data successfully. If it is not blank, the records identified in the window have not been loaded*.
8. Click once on OK in the DOHRS-HC Import Demographics Data window.
9. The DOHRS-HC Import Demographics Data window disappears. This completes the demographic data import.

*DOHRS-HC makes a file of demographic records that fail to load and places it in C:\Program Files\DOHRS-HC\TransErrMMDDYYYYHHMM.txt. MMDDYYYY is the date upon which the upload was attempted and HHMM is the time the upload attempt was started. Like the upload file, TransErr files are ASCII text files. They can be printed for examination, or sent back to the originator for correction. Since these records contain IDN/SSN and Last Name/First Name they are subject to the protections of the 1974 Privacy Act.

Demographic Data Import Format

NOTE: Format for Demographic Data import must closely comply with ASCII format as specified in DOHRS Help. Currently the table doesn't specify mandatory or non-mandatory fields. Only optional (non required) fields for import are: Middle Initial, pay grade, SDOC, MAJCOM, UIC, Branch/Activity, address, city, state, zip code, Location, duty phone). All other fields are mandatory.

Demographic data imported into DOHRS-HC must be in the following comma delimited, American Standard Code for Information Interchange (ASCII) text format:

DOHRS-HC Demographics Import File Format			
Data Element	Type	Length	Description
Personal Identifier	Text	16	Individual identifier, generally the Social Security Number.
Last Name	Text	25	Last name of the individual.
First Name	Text	20	First name of the individual.
Middle Initial	Text	1	Middle initial of the individual.
Date of Birth	Text		Date of birth of the individual. This field can be in any valid date format. The year should contain 4 digits. The person must be greater than or equal to 16 years of age.
Sex	Text	1	Male = M Female = F
DoD Component	Text	1	Army = A Air Force = F Navy = N Marine Corps = M Other = 1
Service Component	Text	1	Regular = R Reserve = V National Guard = G Civilian = 1 Contractor = 2 Foreign National = 3
Pay Grade	Text	4	Must be active in DOHRS-HC look-up tables.
Service Duty Occupation Code	Text	6	Must be active in DOHRS-HC look-up tables.
Major Command	Text	12	Must be active in DOHRS-HC look-up tables.
Unit/Workplace Identifier Code	Text	12	Must be active in DOHRS-HC look-up tables.
Branch/Activity	Text	12	Valid only for Army, Navy, and Marine Corps. Must be active in DOHRS-HC look-up tables.
Address	Text	50	Address of the individual's workplace.
City	Text	30	City of the individual's workplace.
State	Text	2	State of the individual's workplace.
Zip Code	Text	9	Zip Code of the individual's workplace.
Location	Text	30	Free-form description of the individual's workplace.
Duty Phone	Text	18	The individual's work phone number.